



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
Community Services, Recreation Programs  
**WITHDRAWAL FEES POLICY**

**This policy applies to all recreation and leisure programs offered by the Regional District of Central Kootenay (RDCK) at any of our community complexes, recreation departments or other facilities.**

You can withdraw your program registration and receive a full refund without any administrative fee up to 72 hours (3 days) before the program starts.

If you withdraw from the program between 72 and 24 hours before the programs starts, you will receive a refund of your registration fee minus a 10% administrative fee.

If you withdraw from a single-session program or private lesson within 24 hours before the program starts, you will not receive a refund. If the program has multiple sessions, you will receive a refund minus a 25% administrative fee.

If you withdraw from a program after it has started, you will not receive a refund.

If you withdraw from a Specialty, Advanced or Certification course within 7 days before the course starts, you will not receive a refund.

Refunds for program withdrawals due to medical or special circumstances can be requested with appropriate documentation and must be approved by authorized RDCK staff.

*Updated: March 19, 2019*